



**MILTON PUBLIC LIBRARY**  
**MILTON, WI 53563**

**BOARD OF TRUSTEES**  
**July 27, 2016**  
**7:00 p.m.**

**AMENDED AGENDA**

1. Call to order.
  2. Approval of Agenda.
  3. Approval of Minutes: June 22, 2016
  4. Approval of Expenditures for July 2016
  5. Director's Report:
    - a. President's Report on ALS Activities
  6. New Business:
    - a. Discussion and Possible Action Concerning: City of Milton Loan For Funding Construction Cash Flow
    - b. Expansion and Fundraising Update
    - c. Annual Meeting: Election of Officers
    - d. Discussion: Cornerstone Brick and Renovation Plaque
  7. General Items
  8. Next meeting: Wednesday, August 24, at 7:00 p.m.
  9. Motion to Adjourn
- Adjournment.

*\*\*Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the Library Director's office at 868-7462, 430 E. High Street., Milton, WI 53563*

**PROCEEDINGS OF THE  
MILTON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
June 22, 2016**

**Call to Order:** The meeting was called to order at 7:10 P.M. by President Bill Wilson. Present: Wilson, Linda Clark, Rose Stricker, Deb Dean, and Director Brooks. Absent: Annette Smith, Jen Schuetz, Tim Schigur

**Approval of Agenda:** Stricker moved approval of the Agenda, seconded by Clark. Motion approved unanimously.

**Approval of Minutes:** Clark moved approval of the minutes of the meeting of May 25, 2016 meeting as distributed, seconded by Stricker. Motion approved unanimously.

**Approval of Expenditures:** Brooks noted a few items on the expenditures this month, including; Cleaning DVDs payment to Hedberg for cleaning DVDs, the library is currently leasing a color copier for now with plans to purchase at the end of leasing period. Motion to approve expenditures was made by Clark, Dean seconded. Motion approved unanimously.

**Director's Report:** Audit of Library's Annual Reports.

**Arrowhead Library System Report:** The ALS has their final strategic planning meeting next week; items for discussion include a replacement for the RockCat system; succession planning for Martha Gammon's position (Public Relations Coordinator)

**New Business**

**Construction Update:** Brooks and staff working with architects, construction crew to stretch our dollars (looking for cost saving measures) Meetings twice monthly to update progress, discuss alternatives. More asbestos to remove, will need to close again this summer. Back to fundraising mode for awhile. Great opportunity for fundraising during the Fourth of July weekend. Meeting tomorrow (June 23) for furnishings. Opportunity to donate towards furnishings on library's website. Three hard hat tours for large donors, City Council members to celebrate the progress and see the new library start to take shape.

**General Items:** None

**Adjournment**

Stricker moved adjournment and Dean seconded the motion. The motion was approved unanimously and the meeting was adjourned at 7:40 p.m.

**Next meeting: Wednesday, July 27, at 7:00 p.m.**

Respectfully Submitted,  
Deborah Dean

Library Expenditures  
July 2016

Amazon Books & AV Office Supplies	\$895.82
Baker & Taylor Books	\$1,251.86
Facebook Advertisement	\$32.52
Madison Children's Museum Research	\$19.50
Badger Utility Storage Unit Rental Fee	\$125.00
USPS: Postage	\$131.58
JAX Custom Printing Library Postcards	\$248.00
R&W Cooling Air conditioning repair	\$546.00
TechMax April-June repairs, including new switch and installation, set-up of workstations in lower level, and general repairs	\$3,671.97
Totally Promotional Banners	\$484.81

## **DIRECTOR'S REPORT**

### **PROGRAMMING & ACTIVITIES**

I attended the following meetings: ALS Directors, City Department Heads, Milton City Council, Gilbank Construction, FEH furnishings, Milton School District, and Library Staff.

The library hosted an arts and crafts booth at the 4<sup>th</sup> of July festivities at Schilberg Park. More than 50 free books were also given away. Six staff members and two teen volunteers walked in the 4<sup>th</sup> of July parade. Between the two events, over 600 flyers were distributed, promoting the WishList fundraiser.

WishList is now available on the library's website. Patrons can look through various furnishings and technology and purchase part of or an entire item, such as a chair or monitor. We've received \$2,075 to date.

The Milton School District has generously donated 10 new iPads and 2 new imacs to the library. The imacs will be used in the Spark lab, as will the iPads for programming.

Summer Reading Program attendance was high at 1,085 people attending programs in June. That's an increase of 9% from last year. As of July 14, we had 400 registered for the Summer Reading program.

Despite an expected overall decrease in circulation and patron visits since we moved to the lower level, there are many positive things happening this summer at the library:

20% increase in storytime attendance

Adult program attendance rose 15%

Summer Reading registration remained the same

Children's book circulation stayed relatively consistent compared to 2015

## **ACTIVITIES**

June 1-30	Wednesday Storytimes	197	
June 1-30	Splash Pad Storytimes	23	
June 7	Small Wonders	43	
June 8	Small Wonders	19	
June 9	Tami's Tender Times (TTT)	15	
June 10	Small Wonders	13	
June 13	Read with Maggie	2	
June 14	Small Wonders	43	
June 14	Underground-Tunnels	20	
June 15	Small Wonders	20	
June 17	Small Wonders	13	
June 20	Read with Maggie	6	
June 21	Underground-Cave Painting	12	
June 22	Small Wonders	18	
June 23	TTT	12	
June 23	Teddy Bear Picnic	43	
June 24	Small Wonders	11	
June 25	SPARK Rapunzel Challenge	0	
June 25	SPARK Hexbug Mazes	8	
June 27	SPARK Huff, Puff, Blow Your House Down	17	
June 27	SPARK Circuit Bugs	16	
June 28	Small Wonders	43	
June 28	Underground-Ant Art	7	
June 29	Small Wonders	17	
June 30	TTT	14	
June 13	Summer Reading Program Kick Off	300	
June 3	Afterhours @ the Library	17	
June 15	Rubber Band Rockets @ MAYC	5	
	Owls Pairs	33	
June 16	Owls Launch Party	38	
June 17	Cardboard Automata	6	
June 21	Felting	8	
June 22	TAB	7	
June 27	Soldering (Session #1)	4	
June 30	UWW Science Outreach	4	
June 8	Strings Attached	2	
June 15	Mystery Book Club	13	
June 27	Mandala Monday	15	
June 6	Proctoring	1	
June 1-30	Computer Classes	11	

## **UPCOMING**

August 24 – Library Board Meeting

September 28 – Library Board Meeting

## **NEW BUSINESS**

FEH Architects requested the list of names to be included on the plaque commemorating individuals' efforts in the renovation. This will be displayed in the lobby of the new library.

The construction team removed and cleaned the 1966 cornerstone when they took out that section of bricks to make way for the new front entrance. A new location needs to be determined.